



# STONEY EDUCATION AUTHORITY

P.O BOX 238, MORLEY, AB T0L 1N0  
TEL # (403) 881-2743 FAX # (403) 881-4252

## School Board Accountant for Stoney Education Authority

The Stoney Education Authority (SEA) is seeking a highly skilled and collaborative accountant who values teamwork and contributes positively to the organization. The successful candidate will be an active member of the Stoney Education Authority, striving to provide the best education possible to the people of the Bears paw, Chiniki, and Goodstoney First Nations.

As the accountant for the school district, you will provide financial input while working closely and cooperatively with the Superintendent, SEA Directors, school administrative team, and Stoney Tribal Administration. You must be committed to community education and abide by the Stoney Education Authority's mission, vision, and priorities.

We are looking for a professional who fosters positive relationships and respects diverse perspectives and values.

The successful candidate must have the following:

- CPA Designation
- Previous experience working for an educational institution or school district (preferred)
- Previous experience working with a First Nations band (preferred)
- Minimum 5 years of progressive accounting and finance experience
- Minimum 2 years in a leadership role with the ability to coach and develop a highly effective team
- Strong communication, time management, and organizational skills
- Proficient in using Google Suite and Microsoft Office
- Reliable vehicle and be willing to travel to all Stoney Nakoda communities
- Clean criminal record and vulnerable sector checks

### Position Overview:

As the district accountant, you will report to the Superintendent of Education while working cooperatively with SEA Directors, school administrative team ("team") and the Stoney Tribal Administration. You will bring a strong work ethic and be committed to developing relationships within the education authority and throughout the community. This role requires a strong work ethic and excellent communication skills to build relationships across the organization and the three Stoney Nakoda communities.





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## Duties and Responsibilities

As an integral member of the accounting team, you will work under the direction of the SEA Superintendent and Directors to ensure the fiscal responsibility of the Stoney Education Authority (SEA). Your role will involve providing financial guidance, while interacting with the team to uphold the financial integrity of the organization.

Under the supervision of the Superintendent of Education, you are expected to take responsibility in all areas related to finances for the authority, including student transportation and records management. To excel in this position, a commitment to excellence and continuous growth, both personally and for those you lead, is essential. You will represent the SEA and its interests to all stakeholders, ensuring that the organization's financial practices are transparent and accountable.

Sample responsibilities include, but are not limited to:

- Research and Innovation.
  - Assess ways to improve current practices
  - Advise the superintendent on the financial affairs of the authority, including recommendations
- Fiscal Management
  - Provides fiscal management of the authority per the terms or conditions of any funding received. Ensures the timely development of the authority's annual budget and audited financial statements, in compliance with all legal and Board mandates and timelines. Provides financial reporting per Board policy and procedures.
  - Responsible for compliance and tracking of proposal-driven funding.
  - Demonstrates an understanding and willingness to learn the federal and provincial education funding frameworks and current government trends.
  - Identifies gaps in funding and disparities between provincial and federal frameworks and provides recommendations to address these issues effectively.
  - Ensures compliance with the comprehensive funding agreement ("CFA") received from Indigenous Service Canada ("ISC").
- Insurance
  - Administers the authority's insurance program and policies





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- Transportation
  - Responsible for the management of the transportation department operations
- Capital Projects
  - Participates in the development of the district's 3-year capital plan
  - Participates in the planning and management of new capital projects and school projects
- Leadership
  - Models' advocacy for the community and staff members.
  - Responsible for managing finance clerk, receptionist, and bus lines staff
- Negotiations
  - Works with the Superintendent and the SEA Directors to ensure that all negotiations are fulfilled in a timely and prudent manner that encompasses sound and reasonable financial decisions, reflects the financial position of the school authority, and is in the best interest of students.
- Evaluation
  - The Superintendent shall annually evaluate and assess the performance of the accountant relevant to the evidence associated with the accountant's work plan and provide a written report to communicate this assessment.
- Any other duties as assigned by the Superintendent

## Compensation

- Base salary range is \$100-130K annually, depending on education and past, proven experience
- Extended health, dental, and vision coverage
- Federal Pension Plan
- 4 weeks' vacation to start
- Flexible work environment

Please send your inquiries and/or application to [hr@stoneyeducation.ca](mailto:hr@stoneyeducation.ca)



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